

EVENT & SEMINAR TRAVEL BUDGET

Expense Template

Traveler Name		Department	
Event / Seminar		Destination	
Departure Date		Return Date	
Project Code		Purpose	

EXPENSE DESCRIPTION	ESTIMATED COST	ACTUAL COST	VARIANCE
Transportation			
Airfare / Train			
Ground Transportation (Taxi, Rideshare, Metro)			
Personal Vehicle Mileage / Fuel			
Parking & Tolls			
Lodging & Accommodation			
Hotel / Accommodation (Nightly Rate x Nights)			
Hotel Fees & Taxes			
Registration & Event Fees			
Conference / Seminar Registration Fee			
Workshop / Extra Session Fees			
Meals & Incidentals			
Breakfast			
Lunch			
Dinner			
Client / Business Hosting (if applicable)			
Other / Miscellaneous			
Baggage Fees			
Internet / Wi-Fi			
Other:			

EXPENSE DESCRIPTION	ESTIMATED COST	ACTUAL COST	VARIANCE
TOTAL EXPENSES			

Notes & Explanations

Traveler Signature Date

Authorized Approver Signature Date